



TOWN OF NANTUCKET

APPROVAL REQUEST FORM
PURCHASE OF ITEMS OR SERVICES OVER \$3,000

Department: _____

Item/Service: _____

Amount: \$ _____

Purpose of purchase (and attach any purchase order, item descriptions or any other relevant information):

Over \$5,000: Three quotes attached ? ☐ Yes ☐ No

Over \$25,000: Subject to bid/RFP procedure? ☐ Yes ☐ No (If yes, please attached draft bid/RFP specifications)

Funding available in current budget? ☐ Yes ☐ No

Org/Object Number: _____

Department Head Signature

Town Administrator

Approved: ☐ Yes ☐ No

Reason for disapproval: _____

This form must be completed in full and submitted to the Accounts Payable office along with the bill for the item in order to process payment.

Effective July 1, 2000